

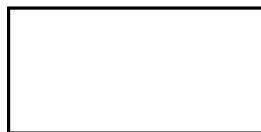
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10 February 1951

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MEMORANDUM FOR:

FROM:



Here follows a rough draft of the job descriptions you asked for. In my opinion, their duties fully justify a GS-7 classification. At least one of the girls is already a GS-6 and when hired all the girls were promised that the jobs would certainly be GS-6's and led to believe there was a very good chance of their being classified as GS-7's. I am reasonably certain that if a GS-5 is the highest we can get, most if not all the girls now holding the jobs will seek employment elsewhere—and justifiably.

I have no idea what title is contemplated for the job. I would suggest "Research Assistant."

The Research Assistants have general responsibility for processing all material routed to the Intelligence Specialists. One Research Assistant is assigned to each broad regional or functional division; i.e., Western and Northern Europe, Near East-Africa, USSR-Eastern Europe, Economics, etc. In the discharge of these over-all responsibilities, the Research Assistant, under the general supervision of the Intelligence Specialists, performs the following specific duties:

(a) screens all incoming material, determining which material is of sufficient importance to warrant the attention of the Intelligence Specialist;

(b) under the direction of the Intelligence Specialist, writes digests of the important cable traffic for filing and reference purposes;

(c) at her own discretion, briefs and files secondary material which has not been shown to the Specialists but which bears on important problems;

(d) has full responsibility for maintaining adequate files, cross-reference, and card index systems;

(e) performs various research assignments, such as collecting all data pertaining to a given problem, conducting file searches for specific information, and preparing summaries of information contained in the files she maintains;

(f) performs all necessary clerical duties, including secretarial, and maintains the flow of intelligence material to and from other Intelligence Specialists.